If you plan to do any Georgia Tech-related activity (e.g., a meeting), submit the International Travel Spend Authorization Form. Visit techworks.gatech.edu, and navigate through the following steps: “My Work” > “My Workday” > “Create Spend Authorization.”

If you are doing sponsored research on your trip, obtain prior approval from your contracting officer.

If traveling with students, have them register with the International Travel Registry at atlas.gatech.edu. They should then navigate to “International Travel Registry – IAP.”

Questions? Email asklegal@gatech.edu.

**Traveling Internationally?**

Congrats! Be transparent by logging the consulting gig in our External Activity Disclosure Tool before you accept the opportunity. ecoli.research.gatech.edu/researcher/welcome

Consulting?

If you have federally funded research, report the collaboration to your contracting officer. Questions? Email businesscoi@gatech.edu and your chair.

Collaborating with a Foreign Entity?

Before you accept a gift or donation on behalf of Georgia Tech intended for the Institute, complete the In-Kind Gift Report Form. The rules for gifts given to you personally are at usg.edu/policymanual at Section “8.2.18.4 Gratuities.”

If you are contemplating giving a gift or donation that is, or could appear to be, connected to GT business, email businesscoi@gatech.edu before you give!

Accepting or Giving a Gift/Donation?

This may include sharing in a one-on-one conversation or with an audience, such as at a conference or convention. If you think you may need a nondisclosure agreement, visit nda.gatech.edu.

Sharing information may be considered an “export” or “import.” To comply, consult with Research Integrity at researchintegrity.gatech.edu/export-control.

For actual shipments, click “International Shipping – Exports & Imports.”

Questions? Email export@gatech.edu for exports and asklegal@gatech.edu for imports.

**Sharing Materials, Ideas, or Info?**

Congrats! Prior to accepting funding from a foreign entity (e.g., contract, grant, gift, award), submit a proposal through our e-routing system at osp.gatech.edu/proposal-development and inform your chair.

Questions? Email asklegal@gatech.edu.

**Receiving Research Funding?**

Congrats! Prior to accepting funding from a foreign entity (e.g., contract, grant, gift, award), submit a proposal through our e-routing system or involving your department.

Questions? Email asklegal@gatech.edu and your chair.

**Tips to Evaluate Foreign Influence Risks**

- **Parties Involved**
- **Commitment Length**
- **Financial Support**
- **Engagement Goals**
- **Unpublished, Proprietary Information Sharing**

- **Trends show that a lack of transparency is a consistent factor in enforcement actions. Above all, be transparent about your activities. If you have questions, email asklegal@gatech.edu.**